# **COMPENSATORY TIME**



<u>Note</u>: Pay attention to your comp balance. <u>Do not</u> enter more time than will fill up your bank. **For Example**: If your bank is currently at 77 hours you would want to enter a comp time block for 2 hours and not 3 hours because the time is earned at time and a half where2 hours equals 3 hours and 3 hours is equal to 4.5 hours.

### **ACCRUING COMP TIME**

If you want to accrue comp time on a day in which you had overtime, you will follow the steps below.

- 1. Click on the **Time** application.
- 2. Select the week you have overtime you want to comp.

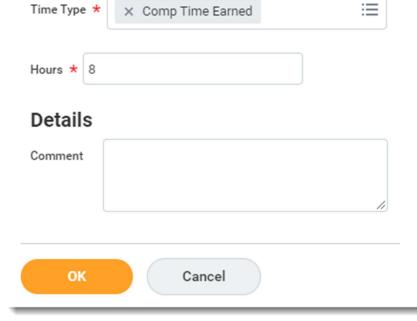


- 3. After you have entered time blocks for your hours worked, you will make an additional time block on any day during the week the overtime occurred.
- 4. Your time type will be Comp Time Earned
- 5. The numbers of hours can be up to the amount of overtime.



# **Enter Time** 01/24/2020 Time Type \* × Comp Time Earned Hours \* 8 **Details** Comment OK Cancel

# **Enter Time** 01/24/2020



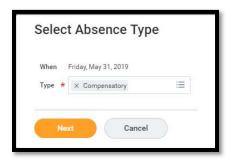
- Click Ok.
- You will now see a time block for worked hours and comp hours.

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# **USING COMP TIME**

- 1. Go to the **Absence** application.
- 2. Select Request Absence
- 3. Click on the day you want to take off and click the orange Request **Absence** in the lower left corner.
- 4. Type will be Paid Time Offs and then Compensatory



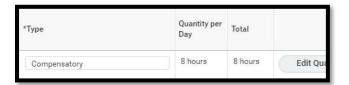
- 5. You will click **Next**
- 6. Verify your information and the number of hours per day. Use Edit





Quantity per day to adjust the number of hours you want to use for comp time.



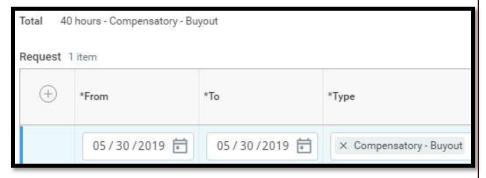


Click Submit

# **COMP BUYOUT**

- 1. Go to the **Absence** application.
- 2. Select Request Absence
- 3. You can choose any day during the pay period when you want to do a comp buyout.
- 4. Type will be Time Off Buyouts and then Compensatory Buyout
- You will click Next
- 6. Verify your information and the number of hours per day. Use Edit

  Quantity per day to adjust the number of hours you want for comp time
  buyout. You can choose as many hours as you want up to what is in
  your comp time bank.





# 7. Click Submit

<u>Note</u>: If you want to defer the payout into your deferred compensation account (RIC), please email <u>connie.haselhoff@iowadot.us</u> and <u>Lance.Ellis@iowadot.us</u> with the total number of hours you wish to convert. The turnaround time is approximately 30 days.